

Job posting preview

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| Bulletin Number | 49095BR |
| Type of Recruitment | Open Competitive Job Opportunity |
| Department | Fire |
| Position Title | FIRE FIGHTER TRAINEE |
| Exam Number | 30198C |
| Filing Type | Standard |
| Filing Start Date | 01/21/2015 |
| Filing End Date | 01/23/2015 |
| Salary Type | Monthly |
| Salary Minimum | 4521.52 |
| Salary Maximum | 4521.52 |
| Benefits Information | Represented Employees • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched Deferred Compensation & Thrift Plans • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules |
| Position/Program Information | <p>THE APPLICATION FILING STARTS ON 01/21/2015 AT 1:00 P.M. (PST) AND WILL BE SUSPENDED ON 01/23/2015 AT 1:00 P.M. (PST). THE EXAM WILL REOPEN IF THE NEEDS OF THE DEPARTMENT REQUIRE.</p> <p>Participates in an intensive training program in basic firefighting, emergency medical treatment, and peace officer responsibilities. Positions in this class are allocable only to the Fire Department. Incumbents participate in a basic firefighting training program involving both field and classroom instruction prior to appointment as a Fire Fighter. They must have the mental ability to assimilate classroom instructions and the physical skill, stamina, and coordination to become proficient in all firefighting and rescue techniques.</p> |
| Essential Job Functions | <p>Under close supervision, participates in a firefighting training course. Through classroom and field training, learns proper firefighting techniques and procedures for fighting structural, watershed, chemical, petroleum, electrical and other fires. Receives instructions and participates in field training to learn proper procedures and acquire proficiency in the rescue or evacuation of persons endangered by fire or disaster in the provision of emergency medical care. Receives instructions in pre-fire plan inspection and enforcement of the Fire Code. Receives instructions and learns the proper care and operation of all fire-suppression apparatus. Receives instructions and prepares for Emergency Medical Technician I certification.</p> |
| Requirements | <p>SELECTION REQUIREMENTS: Graduation from high school, its equivalent or higher* from an accredited college or university** -and- a valid Candidate Physical Ability Test (CPAT) certificate***.</p> <p>AGE: At least 18 years of age at the time of appointment.</p> <p>CITIZENSHIP: A United States citizen or permanent resident who is eligible for and has applied for citizenship at the time of appointment.</p> <p>LICENSE: A valid California Class C Driver License at the time of appointment.</p> <p>Eligibility for Peace Officer status.</p> |

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| Physical Class | Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity. |
| Safety Position Requirements | Applicant must be in good general physical condition, free from any medical condition that would interfere with the satisfactory performance of the essential duties of this position. |

Vision:

(1) Acuity - At least 20/70 in each eye without correction, correctable to 20/30 in each eye. (2) Color perception - Anything other than minor hue impairment is disqualifying.

Hearing:

There may be no greater than a 25 Db loss in the better ear as averaged over the test frequencies of 500, 1000, 2000, and 3000 Hz. There may not be a peak loss at any of the test frequencies greater than

30 Db at 500 Hz
 30 Db at 1000 Hz
 40 Db at 2000 Hz
 40 Db at 3000 Hz

There may be no greater than a 35 Db loss in the worse ear as averaged over the test frequencies, and no peak loss greater than 45 Db at any of the test frequencies.

In the case of a questionable, unusual, or borderline hearing loss, the applicant's record will be reviewed by the Occupational Health Program's Service Consultant in otolaryngology who will make a recommendation as to the applicant's employability, and forward it to the Medical Director for final disposition.

Height/Weight Relationship:

Although there are no minimum or maximum height requirements, the height-weight relationship of each applicant must either (1) fall within the ranges in the following table or (2) if the applicant's height is not included on the table, be found to be acceptable after individual evaluation. Height measurements are made without shoes. Weight measurements are made without shoes and coat. Applicants whose height falls between any of the measurements shown on the table must meet the weight requirements of the lower height. Individuals who do not meet the standard shall have their body fat measured. Female candidates whose body fat is 33% or less may be qualified. Male candidates whose body fat is 22% or less may be qualified.

MALE HEIGHT WEIGHT

5ft. 0in. 110 lbs. to 143 lbs.
 5ft. 1in. 112 lbs. to 146 lbs.
 5ft. 2in. 115 lbs. to 149 lbs.
 5ft. 3in. 118 lbs. to 152 lbs.
 5ft. 4in. 121 lbs. to 155 lbs..
 5ft. 5in. 124 lbs. to 158 lbs.
 5ft. 6in. 128 lbs. to 163 lbs.
 5ft. 7in. 131 lbs. to 168 lbs.
 5ft. 8in. 136 lbs. to 173 lbs..
 5ft. 9in. 140 lbs. to 179 lbs.
 5ft. 10in. 144 lbs. to 185 lbs.
 5ft. 11in. 148 lbs. to 191 lbs.
 6ft. 0in. 152 lbs. to 197 lbs.
 6ft. 1in. 156 lbs. to 203 lbs.
 6ft. 2in. 160 lbs. to 209 lbs.

6ft. 3in. 164 lbs. to 215 lbs.
 6ft. 4in. 168 lbs. to 221 lbs.
 6ft. 5in. 172 lbs. to 227 lbs.
 6ft. 6in. 176 lbs. to 233 lbs.
 6ft. 7in. 180 lbs. to 239 lbs.

FEMALE HEIGHT WEIGHT

5ft. 0in. 95 lbs. to 129 lbs.
 5ft. 1in. 98 lbs. to 132 lbs.
 5ft. 2in. 101 lbs. to 135 lbs.
 5ft. 3in. 104 lbs. to 138 lbs.
 5ft. 4in. 107 lbs. to 144 lbs.
 5ft. 5in. 111 lbs. to 150 lbs.
 5ft. 6in. 115 lbs. to 156 lbs.
 5ft. 7in. 119 lbs. to 162 lbs.
 5ft. 8in. 121 lbs. to 168 lbs.
 5ft. 9in. 127 lbs. to 174 lbs.
 5ft. 10in. 131 lbs. to 180 lbs.
 5ft. 11in. 135 lbs. to 186 lbs.
 6ft. 0in. 139 lbs. to 192 lbs.
 6ft. 1in. 143 lbs. to 197 lbs.
 6ft. 2in. 147 lbs. to 204 lbs.
 6ft. 3in. 151 lbs. to 210 lbs.
 6ft. 4in. 155 lbs. to 216 lbs.
 6ft. 5in. 159 lbs. to 222 lbs.
 6ft. 6in. 163 lbs. to 228 lbs.
 6ft. 7in. 167 lbs. to 234 lbs.

License(s) Required

A valid California Class C Driver License at the time of appointment.

Candidates must present a license at time of appointment. Successful candidates for this position will be required to obtain and present a copy of his/her driving record from the California Department of Motor Vehicles before being appointed. License must not be suspended, restricted or revoked. ANY CANDIDATE WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.

Certificate(s) Required

*****APPLICANTS MUST HAVE A CURRENT AND VALID CPAT CERTIFICATE BY THE FILING END DATE. A COPY OF A CURRENT AND VALID CPAT CERTIFICATE MUST BE SUBMITTED WITH THE APPLICATION AT THE TIME OF SUBMISSION OR WITHIN FIFTEEN (15) CALENDAR DAYS FROM THE FILING END DATE.**

NOTE: It is the candidate's responsibility to maintain a current and valid CPAT certification. Applicants are required to maintain a current and valid CPAT certification from the Filing End Date until final appointment. CPAT certification is valid for twelve (12) months from the effective date.

Desirable Qualifications

- Valid Emergency Medical Technician Certification issued by an approved California certifying agency or the National Registry of Emergency Medical Technicians.
- Valid Paramedic license issued by the State of California or the National Registry.
- California Fire Fighter I or Fire Fighter II Certificate indicating successful completion of a Fire Academy that meets the State of California Fire Service Training and Education System's Fire Fighter I and Fire Fighter II certification standards or equivalent.

Special Requirement Information

***A COPY OF A HIGH SCHOOL DIPLOMA, ITS EQUIVALENT OR HIGHER DEGREE MUST BE SUBMITTED WITH THE APPLICATION AT THE TIME OF SUBMISSION OR WITHIN 15 CALENDAR DAYS FROM THE FILING**

END DATE.

ACCREDITATION: **Accredited institutions are those listed in the publications of regional, national or international accrediting agencies that are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

A Fire Fighter Trainee must successfully complete the Emergency Medical Technician I training program prior to graduation from the County of Los Angeles Fire Department Academy. To be appointed to Fire Fighter after successful completion of the training academy, candidates must be certified as an Emergency Medical Technician I. Click the link to view requirements: <http://nremt.org>.

**Examination
Content**

You must have satisfied the Selection Requirements to participate in the examination. Examination administration details will be contained in the invitation letter sent to qualified candidates.

All candidates that meet the Selection Requirements will be invited to take Part I and Part II of the examination. However, only those candidates that achieve a passing score of 70% or higher on Part I will have Part II of the examination scored. Candidates who do not pass Part I will be notified by mail.

All tests contained in Part I and Part II of the examination may be administered in any order and on different days.

Part I: Candidates will be required to take an in-person, proctored written test measuring conscientiousness, managing work pressure, getting along with others, and trustworthiness. Part I is weighted at 35%.

Part II: Candidates will be required to take an in-person, proctored written test measuring mechanical comprehension, reading comprehension, report interpretation, and language skills. Part II is weighted at 35%.

Only those candidates that achieve a combined passing score of 70% or higher on Part I and Part II will be invited to take Part III of the examination. Candidates who do not achieve a combined passing score will be notified by mail.

SCORES CANNOT BE GIVEN OVER THE PHONE.

Part III: Candidates with a combined score of at least 70% or higher on Part I and Part II will participate in a structured oral interview weighted at 30%. The structured oral interview will evaluate adaptability & self-reliance, interpersonal effectiveness, multi-tasking, organizational skills, and professional demeanor & communication.

All candidates with a combined score of at least 70% or higher on Part I and Part II will be assigned a random number to determine the order in which they will be interviewed. Based on that order, groups of candidates will be invited to participate in individual interviews.

Groups of candidates will be added to the eligible register as they successfully complete the structured oral interview.

Only those candidates with a score of 70% or higher on Part I, a combined

score of 70% or higher on Part I and Part II, and a score of 70% or higher on Part III will be placed on the eligible register.

IN ACCORDANCE WITH CIVIL SERVICE RULE 7.19, ALL EXAMINATION MATERIALS ARE STANDARDIZED AND COPYRIGHTED, AND THEREFORE, NOT SUBJECT TO REVIEW.

This examination contains test parts that may be used in future examinations. If you apply for a new examination, your score will be transferred for at least 12 months to the new examination. You may not be allowed to re-take any identical test parts for at least 12 months.

**Special
Information**

All applicants must enter a valid email address at the time of application submission. Entering an invalid email address may result in the disqualification of your application during the examination process.

A Fire Fighter Trainee Study Guide and Frequently Asked Questions are available by visiting the County of Los Angeles Fire Department website, or by clicking the following link: <http://www.fire.lacounty.gov/be-a-firefighter/>.

Study guides and other test preparation resources are also available to help candidates prepare for employment tests.

An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on Job Info Center, then click on Employment Test Preparation.

While test study guides will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

BACKGROUND CHECK AND MEDICAL EXAMINATION: Successful candidates will be required to complete a thorough background check, including a fingerprint search, and a medical examination prior to appointment. Candidates who do not successfully pass the background check and medical examination may be removed from the certification list (eligible register) pursuant to Civil Service Rule 6.04.

**Vacancy
Information**

The resulting eligible register for this examination will be used to fill vacancies in the County of Los Angeles Fire Department.

**Eligibility
Information**

In accordance with Civil Service Rules, names of candidates receiving a passing score will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

Available Shift

Any

**Application and
Filing
Information**

APPLICATIONS MUST BE SUBMITTED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please fill out your application completely and correctly, including names and addresses of schools attended, titles of courses completed, and numbers of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information is subject to verification. Applications may be rejected at any stage of the selection process.

We must receive your application by 1:00 pm (PST) on the Filing End Date. Applicants must upload required documents (i.e., copies of CPAT and high school diploma, its equivalent or higher degree) as attachment(s) at the time of application submission or within fifteen (15) calendars days from the Filing End Date.

Instructions for uploading documents to your application can be found at: <http://dhrdcap.co.la.ca.us/eHR/Helpfaq.aspx>.

Note: If you are unable to attach the required documents, you may email them to FFTApplicant@fire.lacounty.gov or send them by certified mail within fifteen (15) calendar days from the Filing End Date at the address listed below. It is the applicant's responsibility to maintain proof of submitted documents. Please include the examination number, position title, a telephone number, and email address where you can be reached on all documents submitted.

Applicants claiming Veteran's Credit need to submit a copy of their **DD214 form** for review and consideration for additional points.

Upon completion of your online application, you will receive a confirmation email that your application was successfully received. If you do not receive a confirmation email, please check your junk or spam inbox.

Any changes in address, telephone number and email address must be reported as follows:

BY EMAIL:

FFTApplicant@fire.lacounty.gov

Please type "CONTACT INFORMATION UPDATE" in the subject line.

or

BY CERTIFIED MAIL:

County of Los Angeles Fire Department
Examination Section
1320 N. Eastern Ave. Room 221
Los Angeles, California 90063

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

You MUST enter your social security number at the time of submission. Entering anything other than your social security number (e.g., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For applicants who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County by visiting <http://www.colapublib.org/libs/cities.html> or find a WorkSource center near you by calling (888) 226-6300 or visiting http://worksourcecalifornia.co.la.ca.us/centers/WS_find_a_center.htm.

NO SHARING OF USER ID AND PASSWORD:

If you do not already have an account/profile with the County of Los Angeles, you will need to create one. All applicants must submit their application online using their **OWN** user ID and password. Using someone else's user ID and password will erase a candidate's original application record. Anyone

found in violation will be disqualified from the examination or hiring process, and may be disciplined up to and including discharge.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on the "Job Info Center" tab, and then click on the County of Los Angeles Bulletin Information link under the "Some helpful links" section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, disability or any other characteristic protected by State or Federal law.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

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| Department Contact Name | FFT Exam Analyst |
| Department Contact Phone | 323-838-2239 |
| Department Contact Email | FFTApplicant@fire.lacounty.gov |
| ADA Coordinator Phone | 323-838-2239 |
| Teletype Phone | 800-899-4099 |
| California Relay Services Phone | 800-735-2922 |
| Alternate TTY Phone | 800-897-0077 |
| Job Field | Public Safety/Law Enforcement/Probation |
| Job Type | Protective Services Workers |

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